South Seattle Community College
2000 - 2001 Master Plan Annual Report

I. Introduction:
   A. *Institution:* South Seattle Community College
   B. *Reporting period*: July 1, 2001 through June 30, 2002
   C. *Contact information:*
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       4. mhorwitz@sccd.ctc.edu
   D. *Master Plan Adoption Date:* Approved by City Council on June 21, 1993

II. Progress in Meeting Master Plan Conditions:

   A. ***Overview:*** Projects described in <u>Phase One & Two</u> of the approved Master Plan have all been substantially completed. The following <u>Phase Three</u> project has not yet been completed.
   - <u>Phase III, Item "G"</u>: *All "temporary" buildings between #130 and 125 will be removed when new facilities have been completed.*

   Building #135 is still being used as a classroom facility and Building #133 is used by Campus Services as an equipment repair facility. There are several other temporary structures in this area that provide limited room for covered storage. State funding may become available in Fiscal Year 2003-04 to begin design-development work for a new building to replace these older "temporary" structures.

   <div align="center">

   Phase Four - project status:
   </div>

   1. The proposed <u>new exterior breezeway</u> from the Robert Smith Courtyard, east to the Campus Center Plaza is not currently in the State Capital Budget Request pipeline.
   2. Construction on the new <u>Instructional Technology Center</u> is scheduled to start in July/August of 2003. This new facility will sit in the approximate footprint of the <u>Phase IV</u>, <u>Fine Arts and Performing Arts Building</u>.
   3. We are still planning to <u>relocate a number of parking spaces</u> from the north end of campus to the south side as a result of demands placed on the north end lots by development of the Seattle Chinese Garden.

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   Phase Five – project status:
   </div>

   4. A new <u>Health/Physical Education Facility</u> is not currently in the State Capital Project pipeline.
   5. The college has studied the feasibility of building a new <u>sports field complex</u> on the south end of the property. There are currently no plans to move forward with this project.
   6. The plan to construct an <u>outside amphitheater</u> in the core campus area has not been further developed.

7. Southward expansion of the Campus Center Plaza will be part of the new Instructional Technology Center project.

B. *Master Plan Conditions:*
1. **Parking Facilities:** New parking facilities will clearly be needed within the next several years on the south end of the main campus. New development associated with the Seattle Chinese Garden (resulting in relocation of the Commercial Truck Driving practice turn-around in the north parking lot) is already putting additional strain on our North end parking lots. A total of 127 new parking stalls will be built on the south end of campus as part of the Instructional Technology Center project. Project is due for completion in fall of 2004.
2. **RPZ:** The status of this has not changed since the 1997 annual report.
3. **TMP:** The original TMP Plan was implemented in 1993 prior to the City ordinance approving the Master Plan. A substantial modification was made effective September 1, 1995 with provisions for increased incentives to rideshare, bicycle, and use alternate means of transportation. TMP data for the 2002 reporting year is attached by appendix. The college supports a community-sponsored initiative to develop a bicycle commuter path that would skirt college owned property. This would increase opportunities for West Seattle residents to use alternate means of transportation to commute to our campus.
4. **Land Use Plan:** The status of this has not changed since the 1997 annual report.
5. **Learning Resource Center Expansion:** This expanded facility has been occupied since January of 2000.
6. **Recycling:** The status of this has not changed since the 1997 annual report.
7. **Design for Crime Prevention:** The Master Plan review's *crime prevention design criteria* are used for new construction and building and grounds maintenance. Insuring the safety and security of all members of the campus community remains of paramount importance to the college's Administration. Safety/Security measures on campus are constantly being reviewed and improved to fit changing conditions.
8. **Modifications to Development Standards:** The status of this has not changed since the 1997 annual report.
9. **Monitoring:** The status of this has not changed since the 1997 annual report.
10. **Energy Conservation:** In 2001 the college undertook over a $1,000,000 in capital improvements to reduce energy use campus wide.
11. **Air:** The status of this has not changed since the 1997 annual report.
12. **Earth:** The status of this has not changed since the 1997 annual report.
13. **Light and Glare:** The status of this has not changed since the 1997 annual report.
14. **Drainage:** The status of this has not changed since the 1997 annual report.

III   **Major Institutional Development Activity Initiated or Under Construction Within the MIO Boundary During Reporting Period.**

    A.   ***Development Activity (non-leased) during Reporting Period*:**
    There was no major new development activity during this reporting period.

    B.   ***Major Institutional Leasing Activity to Non-Major Institution Uses:***
    Leasing Activity during the Reporting Period: The College is leasing land along the southern edge of the MIO Boundary to ***Verizon Wireless*** for an existing Cell Tower erected on site in 1986. The college also holds a Lease-Option with the Seattle Chinese Garden Society for approximately 7 acres on the north end of the property.

IV.   **Major Institutional Development Activity Outside but within 2,500 Feet of the MIO District Boundary.**

    A.   *Land and Building Acquisition During the Reporting Period:* None to report.
    B.   *Leasing Activity During the Reporting Period:* None to report.

V. **Progress in Meeting Transportation Management Program Goals and Objectives.**

  A. *Overview:* South Seattle Community College entered into a <u>Memorandum of Agreement</u> (MOA) with the City of Seattle, implementing the <u>Transportation Management Plan</u> (TMP) prior to approval of the Master Use Permit for the Master Plan adopted in 1993.

  The intent of this Agreement was to reduce the percentage of employees and students at SSCC who commute to and from campus using single occupancy vehicles (SOV). The goals of the SSCC Transportation Management Plan is to provide adequate on-campus parking, lessen the impact of off-campus parking, improve utilization of public transportation and provide incentives for carpooling, bicycling and alternate modes of transportation.

  B. **Progress in meeting TMP Goals and Objectives:**
  1. *<u>Memorandum of Agreement:</u>* In effect since 1993.
  2. *<u>Transportation Coordinator Duties and Qualifications:</u>* Our current Security and Transportation Coordinator Manager has held this position since our TMP plan was last updated.
  3. *<u>Development to be subject to SEPA review:</u>* All new major development on campus is subject to SEPA review as appropriate.
  4. *<u>TMP ten-year term and intermediate goal:</u>* During the last academic quarter of 1997 we exceeded our "intermediate" goal for student non-SOV access to campus by 25%. Unfortunately our most recent data shows an increase in SOV use by college employees.
  5. *<u>Response to lack of achievement of SOV goals:</u>* The College is considering a variety of TMP program adjustments including instituting stronger financial incentives for car and vanpooling commuters.
  6. *<u>Monitoring – attachment of TMP annual reports to Master Plan submissions</u>:* An updated Employee TMP report and a CTR Survey Report are attached.

7. *Parking fees and coupon permits:* Employees carpooling, walking, or riding a bicycle are eligible for reduced parking fees along with the following benefits:
    a) Reserved carpool parking
    b) $35 per quarter Commuter Bonus Vouchers
    c) Home Free Guarantee (taxi ride home for unexpected emergencies up to 8 per year up and 60 miles one-way)
    d) A *Go-Pass* (2 zone peak Metro bus pass) with payment of $10 TMP fee
    e) Free vanpool parking with payment of $35 per quarter, per person fee.
    f) Free shuttle transport to campus.
    g) Commuter Bonus Vouchers are available to individuals that meet certain non-SOV commuting criteria - good for products related to chosen mode of non-SOV transportation.
8. *Bicycle needs survey:* Previously completed.
9. *Bicycle rack installation:* New bicycle racks are added as demand increases. We currently have bicycle racks installed in a variety of locations providing space for approximately 50 bicycles.
10. *SSCC support of local off-campus bicycle access to main campus:* The College continues to look for ways to support bicycle commuter access to the campus. A letter of support was provided to a local community based organization regarding their plans to develop a new West Seattle bicycle commuter trail system projected to run along side college property.
11. *Student commuter survey tied to Master Plan Phase III project:* Previously completed.

Employer/TMP Annual Report & Program Description

Washington State's Commute Trip Reduction (CTR) law requires employers to implement programs that encourage alternatives to drive-alone commuting to their worksites. Reducing commute trips is expected to help improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels.

Employers affected by the CTR law must submit an *Employer Annual Report & Program Description* form for each affected worksite. The information is used by your jurisdiction and the Washington State Department of Transportation (WSDOT) to help employers develop and maintain effective CTR programs.

Please complete the following report as carefully and completely as you can. Specific instructions are included in sections requiring detailed answers. If you would like to provide more information about your CTR program, attach additional pages with your comments. If, after filing the report for this reporting period, your organization is unable to completely implement its CTR program, contact your local jurisdiction to amend your program. If you have any questions on how to fill out this form, please call the CTR representative in your local jurisdiction.

Washington State Commute Trip Reduction

Worksite Description:

Program Year: (for jurisdiction use only)

1   worksite CTR ID number (if known)
E81646

2 organization name	3 worksite/branch
South Seattle Community College	Duwamish

4   worksite address
6000 16th Ave SW

5 city	6 state	7 zip code
Seattle	Washington	98106

8   mailing address (if different from above)

8 A. Building/campus name Robert Smith/South Seattle Community College

8 B. Owner/developer/property manager: _____

8 C. Official address (if different from site) _____

9   Is this employer required to submit a CTR program report to more than one jurisdiction?   ☒ yes (which?) _____ ☐ no

10 What is the primary business at this worksite?
- ☐ agriculture, forestry, fishing, mining
- ☐ finance, insurance, real estate
- ☐ info. services/software/technical
- ☐ professional services
- ☐ retail/trade
- ☐ manufacturing
- ☐ health care
- ☐ public utilities
- ☐ construction
- ☐ transportation
- ☐ government
- ☒ other Education

11 Is this employer a non-profit organization?   ☒ yes   ☐ no

12 ETC name	13 title	14 phone
James Lewis	Manager	(206) 763-5157

15 ETC mailing address (if different from above)	16 e-mail address	17 fax
	jlewis@sccd.ctc.edu	(206) 764-7947

18 program manager name	19 title	20 phone
Kurt Buttleman	Interim Vice President	(206) 768-6417

21 program manager address (if different from above)	22 e-mail address kbuttleman@sccd.ctc.edu	23 fax (206) 764-7945

23 A. Building Transportation Coordinator (BTC) name (if different from ETC) _____

23 B. BTC Address/zip (if different than site)_____

23 C. BTC phone number _____ BTC fax number:_____

23 D. BTC e-mail address_____

Worksite Name: Duwamish   **ID Number:** E81646

Employee Information:

24 Total number of employees: 515

If site is a school:

24 A Total number of employees: 515   24 B Average number of students: 8731   24 C Total number of Staff: 178

24 D If eligible, how many employees are TMP exempt: _____

25 Total number of full-time employees: 178   26 Total number of CTR-affected employees: 156

27 Is your CTR program offered to all employees?   ☐ yes   ☒ no

28 Is your CTR program subject to collective bargaining?   ☐ yes   ☒ no   ☐ don't know

29 Does this worksite have multiple shifts?   ☒ yes   ☐ no

If yes, describe: Part-time faculty many different hour, two security officer work swing shift, and custodians work graveyard shift.

30 Are any employees regularly scheduled to work at other worksites operated by this employer?   ☒ yes   #7   ☐ no

31 Are any employees required to use a personal vehicle as a condition of employment?   ☒ yes   #6   ☐ no

32 Are any employees regularly on call?   ☒ yes   #5   ☐ no

33 Use this space if you want to add additional employee information: CTR/TMP benefits are available to all employees working 50% or more of full time and employees working under 50% may receive a Go-Pass if they do not purchase a parking permit.

Worksite Characteristics:

34 Does your organization own or lease this worksite?   ☒ own   ☐ lease   ☐ own part/lease part

35 Are there any other employers located within ¼ mile (3 blocks) of this worksite?   ☐ yes   ☒ no

36 Is this worksite located in an industrial or business park?   ☐ yes   ☒ no

Are any of the following facilities located onsite or within ¼ mile of this worksite and accessible to employees?

		No	**¼ mile (3 blocks)**	**Onsite**
37	Bus stop(s) (list route #s): 135, 128, and a free campus shuttle	☐	☒	☒
38	Ferry terminal	☒	☐	☐
39	Bike trail or lane	☒	☐	☐
40	Sidewalks or pedestrian trails (if yes, do they lead to this worksite? ☐ yes ☐ no)	☐	☒	☒
41	Restaurants/cafeteria	☐	☐	☒
42	Shopping	☐	☐	☒
43	Cash machine/bank	☐	☐	☒
44	Child care	☐	☐	☒
45	Other:	☐	☐	☐

46 Is your worksite subject to: ☐ State Environmental Policy Act (SEPA)   ☒ other transportation mitigation requirements

Explain: The Transportation Management Plan is required in the colleges Master Plan.

Worksite Name: Duwamish   **ID Number:** E81646

Worksite Parking Information:

Parking costs include items such as leasing costs, security, maintenance and signage.

Answer Questions 47 through 53 for your company's employees.	**Onsite**	**Offsite**
47 How many parking spaces does this worksite have available for employee use?	#946	#185
48 Does your organization lease parking for employees? If yes, how many spaces?	☐ yes ☒ no # N/A	☐ yes ☒ no # N/A
49 Is the amount of leased parking a separate item on your building lease?	☐ yes ☒ no	☐ yes ☒ no
50 How much does your organization pay per month per leased parking space (estimated)?	$ N/A	$ N/A
51 Does your organization own parking for employees? If yes, how many spaces?	☒ yes ☐ no # 946	☒ yes ☐ no # 185
52 Do you charge your employees for parking?	☒ yes ☐ no	☒ yes ☐ no
53 How much do your employees pay on average, per month for an employer-provided parking space (optional)?	$ 23.42	$ 23.42

Answer Questions 53A through 53O for your building/campus	**Onsite**	**Remote or Satellite**
53A. Average number of monthly single-occupant vehicle permits issued:	# 1300 estimated	# 45
53B. Total parking stalls provided:	# 1014	# 185
53C. Number of Carpool stalls provided:	# 100	# N/A
53D. Number of Vanpool stalls provided:	# N/A	# N/A
53E. Number of Short-term Parking stalls provided:	# 66	# 9
53F. Number of disabled parking stalls provided:	# 25	# 7
53G. Average # of carpool permits issued each month:	# 163	# N/A
53H. Average # of carpool participants each month who work in your building/campus:	# 34	# N/A
53I. Average # of vanpool participants each month who work in your building/campus:	# N/A	# N/A
53J. Average # of vanpool permits issued each month:	# N/A	# N/A
53K. Lowest monthly parking rate charged to any tenant:	$ 4.58	

53L. Monthly Single-Occupant Vehicle Rate:	$ 23.50
53M. Monthly Carpool Rate:	$ 7.66
53N. Monthly Vanpool Rate:	$ Free
53O. Other Relevant Parking Rates:	$ 36.42 Monthly Reserved SOV

Worksite Name: Duwamish   **ID Number:** E81646

Non-Employer Provided Parking:

Non-employer provided parking includes on-street parking, free or paid municipal lots, or commercial lots.

54 Is parking other than that provided by the employer available within 3 blocks (¼ mile) of the worksite?

☒ yes, free public or on-street parking   ☐ yes, both free & paid parking

☐ yes, paid public parking   ☐ no

55 If paid public parking is available what is the average monthly cost per space (optional)?

$N/A

56 Does your organization subsidize or reimburse employers for other parking arrangements?
If yes, what is the average employee subsidy or reimbursement per space?

☐ yes   ☒ no

$N/A

Washington State
Commute
Trip
Reduction

The following section asks questions about your organization's ETC and CTR and building/campus programs. Please be as specific as possible. Add additional sheets if necessary. Providing cost information on your program is optional. If you provide this information, use monthly cost estimates or averages.

Program Narrative:

57 Describe your current CTR program, highlighting its most important elements (add additional sheets if necessary).

Free campus shuttle, reduced parking fee for carpools, free parking for Vanpools, commuter Bonus Plus Vouchers for carpoolers, walkers, bicyclist, gurarnteed ride home for unscheduled emergencies, transit subsides, ferry subsides, reserved carpool and vanpool parking. Commuter Bonus Plus Vouchers are $35 per quarter to purchase products related to the commute, examples Union 76 Gas Stations, REI, AAA, Brown Bear Car Wash, Flexcar, and YMCA. All employees working 50% with benefits that join the Transportation Management Plan and pay a $10 per quarter TMP fee may receive a Go-Pass, which is a transit pass, ferry rider who purchase a ship to shore pass receive subsides up to $58 per month, walkers and bicyclist receive $35 per Bonus Plus Vouchers, and the guaranteed ride home is a taxi ride home up to (8) time a year and 60 miles one way due to unscheduled emergencies. Part-time employees under 50% of full-time who choose not to purchase parking may pay the $10 TMP fee and receive a Go-Pass. The free shuttle runs (9) hours a day Monday thru Friday while school is in session with a fixed route.

ETC Information:

Required Element: State law requires your organization to appoint an employee transportation coordinator (ETC) and prominently post the ETC's name, location and phone number for your employees. Some local ordinances have additional requirements.

58 Is the ETC's name, location and telephone number prominently displayed at this worksite?   ☒ yes   ☐ no

   Where?   Robert Smith Building

59 Has the ETC completed a program developer/ETC training course?   ☒ yes   ☐ no

60 Has the ETC completed any additional CTR training?   ☒ yes   ☐ no

   If yes, identify training: Telecommuting Workshop, How to develop your program, and Report Survey workshop

61 Is the ETC located at this worksite?   ☒ yes   ☐ no

62 What month and year did this person begin   Month: April   Year: 1992
   serving as an ETC?

63 On average, how many hours per week does the ETC spend on CTR activities?   18   hours

64 Is the ETC serving more than one worksite?   ☐ yes   ☒ no

65 Does the ETC have an active worksite committee to assist with the CTR program?   ☐ yes   ☒ no
   If yes, how many members?
                                                                        # of members N/A

Program Information and Promotion:

Required Element: State law requires your organization to distribute information at least once a year to employees regarding alternatives to single-occupant-vehicle commuting. Some local ordinances may have specific requirements for program information distribution. In the space provided below, list what program elements you actually undertook during the last 12 months, and what program elements you plan to undertake during the next 12 months.

Do you do this?	**How often?**

	If yes, describe how this is done (attach materials/samples if necessary)	within last 12 months	next 12 months
66 Distribute program summary information to employees	☒ yes ☐ no Emails, employee newsletter, and new employee orientations	4	6
67 Provide information about the worksite CTR program during new employee orientations or in hiring packets?	☒ yes ☐ no Given out in employee packet and speak at new employee orientation	1	Upon request

	Do you do this?	How often?	
		within last 12 months	next 12 months
68 Post CTR promotional materials for employees?	☒ yes ☐ no	4	6
69 Give CTR presentations for managers?	☒ yes ☐ no	1	Upon request
70 Give CTR presentations for employees?	☒ yes ☐ no	3	3
71 Conduct transportation events and/or participate in county/state CTR promotions/campaigns for the purpose of promoting your CTR program?	☐ yes ☒ no	0	3
72 Send electronic mail messages about the CTR program?	☒ yes ☐ no	7	10

Worksite Name: Duwamish   **ID Number:** E81646

Program Information and Promotion Continued:

	Do you do this?	How often?	
		within last 12 months	next 12 months
73 Publish CTR articles in employee newsletters?	☒ yes ☐ no	6	8
74 Distribute CTR information with employee paychecks?	☐ yes ☒ no	N/A	N/A
75 Provide paid leave for exemplary CTR employees?	☐ yes ☒ no	N/A	N/A
76 Distribute ridematch applications? If you use this program element, do you distribute applications to: ☒ all employees ☐ only employees interested in ridematch	☒ yes ☐ no	3	3
77 Other: _____	☐ yes ☒ no	N/A	N/A

Building Transportation Coordinator:

Required Element: The City TMP requires your organization to appoint a Building Transportation Coordinator (BTC).

77 A. Where is the name/phone of BTC displayed Robert Smith Building

Distribution of building/campus program information:
Attach a printed piece from each activity below that was implemented.

77 B. Do you provide HOV commute information for tenants? ☒ yes ☐ no

77 C. If yes, what types of commute information and how often are they distributed?
Lane closures, traffic updates, activities of water taxi, TMP program summary, information on Go-Pass, Bonus Vouchers, and cost of SOV parking vs HOV parking. (7) time during a twelve month period.
_____

77 D. Last transportation fair held: Fall 2000

Site Amenities and Characteristics:

Required Element: State law requires your organization to implement a set of measures designed to achieve Commute Trip Reduction goals. Your program must include at least one element. Some local ordinances may have other requirements. Please fill in the required information for only those program elements included in your CTR program.

	Do you do offer?	Existing Element		Plan to add within next 12 months
		number	start year	anticipated changes
78 Commuter information centers	☒ yes ☐ no	5	97	None
79 Covered spaces for bicycles 79 A. Location NW corner Robert Smith, Courtyard Cascade Court Buildings	☒ yes ☐ no	40	90	None
80 Uncovered spaces for bicycles 80 A. Location:_____	☐ yes ☒ no	N/A	N/A	N/A
81 Clothes lockers	☒ yes ☐ no	108	92	None
82 Showers	☒ yes ☐ no	10	92	None
83 On-site loading/unloading zones or shelters for non-SOVs	☐ yes ☒ no	N/A	N/A	N/A

Worksite Name: Duwamish   **ID Number:** E81646

Site Amenities and Characteristics Continued:

	Do you do offer?	Existing Element		Plan to add within next 12 months
		number	start year	anticipated changes
84 Other: _____	☐ yes ☒ no	N/A	N/A	N/A

84 A. Building(s) gross sq. footage   490,000

84 B. Percentage of building/campus leased   None

84 C. # tenant companies*   8731   85 D. Total # site occupants/ employees   515

*If site has tenant companies, attach a list with the following information for each tenant company: company name, number of employees, number of parking spaces in lease, contact name.

Parking Management:

Identify all parking management techniques your organization currently uses or plans to use to support your CTR program. Indicate the number of parking spaces set aside or reduced. Provide parking cost information on a monthly, charge-per-space basis.

Monthly Charge	Existing Element		Plan to Add Within Next 12 Months
per space	number	start year	anticipated changes

85	Reserved or priority parking for carpools?	$12.92	100	93	N/A
86	Reserved or priority parking spaces for vanpools?	$N/A	0	96	N/A
87	Parking charge for SOVs? How many spaces?	$23.50	946	93	Price goes up yearly

	Eliminated This Year	**Plan to Eliminate Within Next 12 Months**
88 How many SOV spaces were eliminated?	**7**	**None**

89	Briefly explain how you manage and monitor your worksite parking program. If this organization does not provide any parking for employees, please indicate that in this space.

Employee at 50% of full-time pay for parking through payroll dedcution and enter through a monitored gatehouse, part-time employees pay for parking through on campus cashiers with parking permits issued to all employees and students who wish to park on campus.

Worksite Name: Duwamish   **ID Number:** E81646

Financial Subsidies:

Identify the average monthly subsidies offered to employees at this worksite, and the average number of employees participating per month.

		Existing Element			Plan to Add Within Next 12 Months
	Do you offer?	Average monthly subsidy per employee	Average number of employees participating per month	start year	anticipated changes
90 Transit (bus) subsidy	☒ yes ☐ no	$57	9	95	NONE
90 A. Transit (bus) subsidy provided by building/campus	☒ yes ☐ no	$57	8	95	NONE
91 Ferry subsidy	☒ yes ☐ no	$58 MONTHLY	3	95	NONE
92 Vanpool subsidy	☒ yes ☐ no	$35 QUARTERLY	0	95	NONE
93 Carpool subsidy	☒ yes ☐ no	$35 QUARTERLY	34	95	NONE
94 Walking subsidy	☒ yes	$35 QUARTERLY	2	95	NONE

13

	☐ no				
95 Bicycling subsidy	☒ yes ☐ no	$35 QUARTERLY	0	95	NONE
96 Other: GO-PASS	☒ yes ☐ no	**$57**	163	**95**	**NONE**

97 Has this employer received B&O or utility tax credit for ridesharing subsidies?   ☐ yes   ☒ no

98 Do you provide a general transportation allowance/stipend to all employees?   ☐ yes   ☒ no

If yes, how much per month   **$N/A**

99 Do you allow employees to set aside a portion of their pre-tax income for the purpose of purchasing a transit or vanpool pass?   ☐ yes   ☒ no

If yes, what is the average number of employees participating in this program per month?   **N/A**

Other Financial Incentives or Allowances:

Identify other incentives or allowances offered to employees at this worksite. For example, if the worksite offers quarterly prize drawings for employees who commute in non-SOV modes, that information should be listed below.

		Existing Element			**Plan to Add Within Next 12 Months**
		amount received per employee	description	start year	anticipated changes
100 other: (please identify)	N/A	**N/A**	N/A	N/A	N/A
101 other: (please identify)	N/A	N/A	N/A	N/A	N/A
102 other: (please identify)	N/A	N/A	N/A	N/A	N/A

Worksite Name: Duwamish   **ID Number:**   E81646

Work Schedules, Teleworking and Shift Changes:

Compressed Work Week

103 Identify compressed work week schedules used to support your CTR program.

Schedule	Existing Element		Plan to Add Within Next 12 Months
days/hours	# of employees participating	start year	anticipated changes
3/36	N/A	N/A	NONE
4/40	2	02	NONE
9/80	N/A	N/A	NONE
other	8	90	NONE

Identify "other":   Employees work (4) 9 hour days with every other Monday off or every other Friday off.

Flex Time:

104 Does your organization allow employees to vary their schedules in order to meet carpool,   ☐ yes   x no

vanpool, bus schedules, etc.?

105 Describe this worksite's flex-time program or policy: N/A

106 Estimate the number of employees participating in flex-time program:	Existing Element		Plan to Add Within Next 12 Months
	# of employees participating	start year	anticipated changes
	N/A	N/A	N/A

Teleworking:

107 Does your organization allow employees to eliminate a commute trip by working at home, a telework center, or satellite office at least one day every other week?   ☐ yes   ☒ no

108 Describe this worksite's teleworking program or policy: N/A

109 Identify number of employees participating in teleworking program:	Existing Element		Plan to Add Within Next 12 Months
	# of employees participating	start year	anticipated changes
	N/A	N/A	N/A

Worksite Name: Duwamish   **ID Number:** E81646

Schedule Changes:

110 Did your organization modify work schedules so that some or all employees who formerly arrived at work between 6 and 9 a.m. are now scheduled to begin work outside the 6 to 9 a.m. peak commute window?   ☐ yes   ☒ no (skip to question 113)

    If yes, when did the shift change(s) occur?

    If yes, how many employees' schedules were changed?

111 Was the shift change identified as an element of the worksite's approved CTR program for a previous year?   ☐ yes   ☐ no

    If yes, in what year(s) was this a CTR program element?

112 Did the shift change occur because of impacts directly associated with the Growth Management Act of 1990?   ☐ yes   ☐ no

    If yes, explain:

113 Do you plan to modify some or all employees' work schedules within the next 12 months? If yes, please explain: ☐ yes   ☒ no

Special Programs:

	Existing Element			Plan to Add Within Next 12 Months
	Do you offer?	# of employees participating	start year	anticipated changes
114 Employer-provided shuttle or custom bus or van	☒ yes ☐ no	(2) employees 58 students	95	NONE
115 Employer-managed guaranteed ride home program	☒ yes ☐ no	3	95	NONE
115 A Guaranteed ride home offered by building/campus	☒ yes ☐ no	3	95	NONE
116 Guaranteed ride home program managed by jurisdiction or transit agency	☒ yes ☐ no	3	95	NONE
117 Public agency ridematch service	☒ yes ☐ no	0	95	NONE
118 Other: _____	☐ yes ☒ no	N/A	N/A	N/A

119 Does your organization participate in a Transportation Management Association (TMA) or ETC network group?   ☐ yes, which one? _____   ☒ no

Worksite Name: Duwamish   **ID Number:** E81646

Special Programs Continued:

120 As part of your CTR program, are company fleet vehicles available to your employees?   ☒ yes   ☐ no

If yes, indicate which of the following elements these vehicles support?

	Existing Element			Plan to Add Within Next 12 Months
	Do you offer?	# of employees using	start year	anticipated changes
(a) guaranteed ride home	☒ yes ☐ no	0	02	NONE
(b) vanpooling	☒ yes ☐ no	0	95	NONE
(c) carpooling	☒ yes ☐ no	0	02	NONE
(d) work-related business trips	☒ yes ☐ no	3	99	Upon Request
(e) non-work-related errands	☐ yes ☒ no	N/A	N/A	N/A

Other CTR Activities or Program Elements:

If your organization conducts or plans to conduct other CTR activities that are not covered in this report, please describe these activities below or attach additional sheets if necessary. Your description should include the number or projected number of participating employees and the actual or projected start dates.

Worksite Name: Duwamish   **ID Number:** E81646

Report Preparation:

121 Identify the individual(s) responsible for completing this Employer Annual Report & Program Description.

☒ employee transportation coordinator James E. Lewis

☐ other:

If other, please provide the following information:

122 name   123 title

124 organization

125 mailing address

126 city   127 state   128 zip code

129 telephone   130 fax   131 e-mail address

<u>Employer Commitment:</u>

I understand that our worksite is required by the City/County   King   of   to submit this *Employer Annual Report & Program Description* and to implement the program described herein. These actions comply with Washington State's Commute Trip Reduction Law. I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite.

I have reviewed this document and I commit to the implementation of all the elements listed here and submitted for your approval. I will ensure that the jurisdiction is notified if information in this document changes.

132 signature of CEO or highest ranking official at the worksite	133 date
134 name (please print) Jill Wakefield	135 title President

136 mailing address of person who signed this form		
6000 16th Ave SW	Seattle, Wa.	98106
137 phone (206) 764-6870	138 fax 206-764-5393	139 e-mail jwafefie@sccd.ctc.edu

<u>COMMITMENT STATEMENT:</u>

I am the Building Transportation Coordinator and certify that the information provided is true.

James E. Lewis_____3/17/2003_____
Building Transportation Coordinator Name (please print)

_____ _____
Building Transportation Coordinator signature   Date

WSDOT, June 2000
This report can be made available in
another format for people with disabilities.
Please call (360) 705-7846 for more information.

A copy of this report will be sent to Fidel Alvarez, SeaTran, City of Seattle.